

Report Date: 19 Jun 2014

Summary Report for Individual Task
805C-LF4-3518
Maintain a Postage Meter Machine
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson / Soldier Support Institute foreign disclosure authority.

This product is releasable to students from all requesting foreign countries without restrictions.

Condition: While serving as a Postal Finance Clerk in a military post office with a postage meter machine(s) and access to Department of Defense (DoD) 4525.6-M, the Domestic Mail Manual (DMM), and PS Form 3602-PO (Postage Collected Through Post Office Meter).

Standard: Maintain a postage meter machine by accurately accounting for funds and properly resetting the postage meters without error IAW the guidance provided in the Department of Defense (DoD) 4525.6-M and Domestic Mail Manual (DMM).

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: All required references, forms and technical manuals will be provided by the local Command.

Notes: None

Performance Steps

1. Issue the postage meter to an operating clerk.

a. Prepare a PS Form 3602-PO in triplicate. (Enter the date, meter number, and the beginning ascending and descending register readings.)

b. Verify entries on the PS Form 3602-PO with the clerk.

c. Initial all three copies of the PS Form 3602-PO on the "Supervisor" line.

d. Have the clerk initial all three copies of the PS Form 3602-PO on the "Meter Operator" line.

e. Maintain the original and duplicate copies of the PS Form 3602-PO during the day.

f. Give the triplicate copy of the PS Form 3602-PO to the clerk.

g. Change the date of the meter post marking dye.

2. Perform the following steps when the PS Form 3602-PO is spoiled:

a. Mark all three copies "Void."

b. Forward the original copy to the accountable postmaster.

c. Retain the duplicate copy in the pad.

d. Destroy the triplicate copy.

3. Perform the following steps at the close of the business day:

a. Receive the postage meter funds for postage sold, and any unused meter tapes.

b. Record the ending ascending and descending meter readings, subtract both columns, then compare both totals which should be equal.

c. Check to see if the total cash plus the unused meter tapes equal the totals of both columns.

d. Verify all entries on the PS Form 3602-PO with the clerk.

e. Print your name on the "Supervisor" line on all three copies of the PS Form 3602-PO.

f. Print the clerk's name (or have the clerk print his/her name) on the "Meter Operator" line on all three copies of the PS Form 3602-PO.

g. Sign all three copies of the PS Form 3602-PO on the "Supervisor" line.

h. Have the clerk sign all three copies of the PS Form 3602-PO on the "Meter Operator" line.

4. Make distribution of meter funds, unused meter tapes (if any), and the PS Form 3602-PO to the Custodian of Postal Effects(COPE) at the end of the day.

5. Withdraw and replace a malfunctioning postage meter machine from service if it misregisters or otherwise fails to correctly record each transaction in the ascending or descending register.

6. Secure postage meter and related items.

7. Reset the postage meter:

a. When the "Credit Balance" register becomes less than \$100.

b. At least every 6 months.

Note: If you are not the COPE, do NOT score Performance Measure 7.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: Setup: Test this task in conjunction with other postal tasks. Ensure that all necessary postal supplies and equipment are available. Brief Soldier: Tell the Soldier to Maintain a Postage Meter Machine.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Issued the postage meter to an operating clerk.			
2. Performed steps by regulation when the PS Form 3602-PO was spoiled.			
3. Performed steps by regulation at the close of the business day.			
4. Made distribution of meter funds, unused meter tapes (if any), and the PS Form 3602-PO to the COPE at the end of the day.			
5. Withdrew and replaced a malfunctioning postage meter machine from service if it misregistered or otherwise failed to correctly record each transaction in the ascending or descending register.			
6. Secured postage meter head and related items.			
7. Reset the postage meter.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
1.	USPS FORM 3602-PO	Postage Collected through Post Office Meter	Yes	No
2.	DMM	Domestic Mail Manual	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	USPS FORM 3602-PO	Postage Collected through Post Office Meter	Yes	No
3.	DMM	Domestic Mail Manual	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	USPS FORM 3602-PO	Postage Collected through Post Office Meter	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	USPS FORM 3602-PO	Postage Collected through Post Office Meter	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	Yes	No
5.	USPS FORM 3602-PO	Postage Collected through Post Office Meter	Yes	No
6.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	USPS FORM 3602-PO	Postage Collected through Post Office Meter	Yes	No
7.	DOD 4525.6-M	DoD Postal Manual	Yes	No
7.	USPS FORM 3602-PO	Postage Collected through Post Office Meter	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert of ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF4-3532	Conduct Custodian of Postal Effects (COPE) Duties	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks :

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805C-LF4-3532	Conduct Custodian of Postal Effects (COPE) Duties	805C - Adjutant General (Individual)	Approved

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
ASI F4 - Postal Supervisor	Enlisted	MOS: 42A, Skill Level: SL3, ASI: F4, Duty Pos: UJZ